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TRAINING

12 January 1986

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SUBJECT: Skills Workshop Program - Configuration Management

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1. The fourth edition of the Skills Workshop Program will feature a presentation by representatives of the Configuration Management Staff of the Facilities Management Division, Office of Logistics. The subject matter discussed will include the need for and uses of Configuration Management (CM) by the Agency during the period of transition to the new building, how Configuration Management is used at the Agency, and a practical exercise in which each participant will learn to prepare the documentation (the Request for Change) which is used to seek approval for modifications to items under configuration management control.

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2. The workshop is scheduled for Thursday, 26 February from 1330 to 1500 hours, in room 2C19. Attendance is recommended for individuals concerned with the submission of requests to modify, remodel, or construct areas of agency facilities or involved with the requesting of additional space for their components. The workshop will use documentation which is currently under CM control for the practical exercise. The presentation is classified SECRET.

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3. To register, submit a Form 73, Request for Internal Training, to the Logistics Training Officer in 2G10 by close of business 17 February 1986. Additional information may be obtained by calling Bill or Mary on

Acting Director of Logistics

Distribution: A, B, and D.

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